

Disclosure Form – Disability and Neurodiversity

SOAS Careers actively seeks to support all students and tailor our services to your needs.

If you would like to disclose a long-term physical or mental health condition, a specific learning difficulty (SpLD) or Neurodiverse condition to one of our staff **you can do this verbally or use the form below to start the discussion.**

If it is useful to, please also tell us how we can work with you most effectively. We will be guided by you and the insights you are comfortable sharing with us about how you experience your condition and what adjustments we can make to best support you.

We can tailor our advice and resources to work with your specific needs. This might include being referred to a longer appointment which you can book in advance, for example. Any information disclosed to us is treated in strictest confidence.

If any of the following apply to you, **please let us know either when booking an appointment or when attending your appointment with a member of the Careers Team:**

- ☐ A long-term physical condition e.g. physical or mobility/ dexterity issues or wheelchair user, blindness or a serious visual condition, deafness or a serious hearing condition, a long term illness or health condition e.g. cancer, HIV, diabetes, epilepsy, chronic fatigue, ME
- ☐ A long-term mental health condition e.g. anxiety, depression, obsessive compulsive disorder
- ☐ Specific learning difficulty or Neurodiverse condition e.g. dyslexia, dyspraxia, dyscalculia, ADD/ ADHD
- ☐ On the autistic spectrum
- ☐ A disability, impairment or medical condition that is not listed above.
- ☐ **If you would like the arrangements we discuss to be saved in our record and used as a reference for future appointments, please tick this box**

Also remember that if you are finding things difficult it is often really helpful to **talk to someone**, whether that is a friend, colleague, family member, lecturer or academic adviser, or member of the Student Advice and Wellbeing team as well as us in the Careers Team. You might also want to consider talking to a supportive professional:

<https://www.mind.org.uk/information-support/drugs-and-treatments/talking-therapy-and-counselling/how-to-find-a-therapist/>

To get in touch or book an appointment, please send a query via Dynamics, email careers@soas.ac.uk or call 020 7898 4115

Did you know, we can support with...

Appointments

- Referring you to a longer appointment, and the chance to book in advance
- Offering telephone or MS Teams appointments
- Adapting our communication and being sensitive to your needs

Careers Events

- BSL interpreters available for events (with advance notice)

Career Planning

- Action planning and breaking long term goals down into achievable tasks
- Looking at organisation tools together e.g. <https://www.mindjet.com>
- Support finding work, including full time, part time and flexible positions
- Looking at planning resources together e.g. <https://www.autism.org.uk/advice-and-guidance/topics/employment>

Job Applications

- Strategies to support with job applications, for example reading job adverts together, supporting you to decode them and find the relevant information quickly
- Looking at resources for proofreading together e.g. <https://www.grammarly.com/> and <https://www.clarosoftware.com>
- Identifying transferable skills and how these might be applied to different scenarios
- Access to SensusAccess to convert files to formats based on individual needs using (for example, How to Write a CV handout as an mp3 file) <https://www.sensusaccess.com/convert-a-file/>

Interviews

- Interview technique- for example coaching on reading between the lines when answering questions, how to ask for clarification, or more time to process information
- Interview coaching to help overcome anxiety and worry about the unknown
- Support with strategies to cope with the effects of hypersensitivity or hyposensitivity, anxiety or other factors which may influence performance during interviews or assessment centres

Starting Employment

- Support with how to disclose to employers, if you wish to
- Look at further resources to help manage in the workplace e.g. <https://soas.silvercloudhealth.com/> and <https://selfhelp.cntw.nhs.uk/> and find out more about your rights <https://www.disabilityrightsuk.org/> and <https://nationalcareers.service.gov.uk/careers-advice/career-and-job-support-for-people-with-a-disability> as well as diversity and inclusion in the workplace <http://www.employability.org.uk/>
- Look at further resources to help manage your mental health condition in the workplace e.g. <https://www.mind.org.uk/workplace>

Please also see the MySOAS Student “Students with a disability” section and our website for further resources and ways we can support students who are disabled and neurodivergent.

MySOAS Student



SOAS Careers website

